



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Indiana School Superintendents

**FROM:** Linda Warner, Director  
Adult Education

**DATE:** March 7, 2008

**SUBJECT:** Notice of Meeting for Federal Adult Education Funding

Organizations that are eligible to apply for federal funds to conduct adult basic educational programs under the Adult Education and Family Literacy Act may attend an informational session on **March 13, 2008**, at the **Central Indiana Educational Service Center**, 6321 LaPas Trail, Indianapolis.

The meetings include a morning session for comprehensive program grants from 9:30 to noon (EST) and an afternoon session from 1 to 3:30 for English literacy/civics education and outreach program grants. Staff of the Division of Adult Education will explain program requirements and application procedures.

Information about the types of grants is enclosed to assist you in deciding whether this funding is appropriate for your agency. Organizations not currently funded or new administrators of current programs must be represented at the appropriate session for each type of funding they may request.

Persons wishing to attend must register using the registration form. Due to space limitations, a maximum of two persons per organization may attend.

If you have any questions, feel free to contact Alisa Payton at 317-232-0528 or by e-mail at [apayton@doe.in.gov](mailto:apayton@doe.in.gov).